

## **Construction of Agenda/Advance Delivery of Meeting Materials**

The superintendent or designee, in cooperation with the chair, shall prepare an agenda for each meeting and have it delivered, with supporting information, to each Board member so that he/she will have the material at least 48 hours prior to each regular or special meeting.

Any resident in the district may formally request to bring matters before the Board and to have such matters placed on the agenda by notifying the superintendent by Monday of the week preceding the board meeting.

The following procedures are established to assure all members of the community an opportunity to be heard:

1. Matters that are not considered complaints should be sent in writing to the Board secretary by Monday of the week preceding the board meeting. (Board meetings take place on the second Tuesday of the month.)
2. Prior to bringing a complaint before the Board, the resident should endeavor to resolve the questions with the teacher, principal, supervisor or member of the administrative staff most closely involved.
3. The superintendent or designee must be notified in writing by Monday of the week preceding a Board meeting regarding any formal complaints or charges. The letter must include information on the problem or situation to be discussed and the school personnel, if any, contacted.

Where charges or serious complaints are raised for the first time during the “Communications” section of the agenda, they will be recorded in the minutes, but the Board may choose not to respond until a future meeting and only when the procedures outlined above have been followed.

The Board encourages enlightened participation at Board meetings. Board folders will be mailed to patrons who:

1. Request of the Board secretary, copies of the Board folder two weeks prior to a regular Board meeting; and
2. Prepay the printing, materials and mailing cost of \$2 per folder.

Board folders will be made available for patron examination at each school and the district office.

Three copies of the Board folder will be made available for patron use at each Board meeting.

Each site council chair shall receive one copy of the Board folder at its local neighborhood school upon request.

News media and presidents of the classified and licensed associations will receive a complimentary copy of the Board folder.

The order of business of any meeting may be altered or suspended by a majority vote of Board members present.

Any item may be removed from the consent calendar at the request of a Board member. The consent calendar, excluding any items removed from it, shall then be approved. This approval is granted in one motion for the entire amended calendar.

Items removed from the consent calendar shall be discussed. The Board should either approve, disapprove or return the item to the administration for further study and information. This item may be returned as an item for discussion or approval at a future Board meeting.

The district will ensure equally effective communications are provided to qualified persons with disabilities upon request as required by the Americans with Disabilities Act.

Appropriate auxiliary aids and services may include large print, Braille, audio recordings and readers. Primary consideration will be given to the requests of the person with a disability in the selection of appropriate auxiliary aids and services.

Should the Board demonstrate such requests would result in a fundamental alteration in the service, program or activity or in undue financial and administrative burdens, alternate, equally effective communications will be used.

Auxiliary aids and services for persons with disabilities will be available at no charge to the individual.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.630](#)

[ORS 192.640](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).  
Americans with Disabilities Act Amendments Act of 2008.

**Cross Reference(s):**

BDDG - Minutes of Board Meetings

BDDH - Public Participation in Board Meetings